



SUMMONS FOR GRAND JURY SERVICE

THIS COURT SUMMONS YOU TO APPEAR FOR JURY DUTY

You will be "*on call*" for a six-month period. When your name is drawn for jury service, you will receive a **NOTICE FOR JURY SERVICE** to give you a specific date on which you will be required to report for jury service. You will be assigned to a panel the first time you are summoned and will remain on that panel throughout the duration of your grand jury service. Your panel will be called for service for one day every other week for a period of one year. You will be notified in advance of your required attendance for grand jury service.

Each time your name is drawn for jury service, you will receive a **NOTICE FOR JURY SERVICE** to give you a specific date on which you will be required to report for jury service.

Please read the attached Grand Jury Information Sheet. These instructions should be read carefully and you should find them self-explanatory. However, if after reading them completely, you have any questions, please call the Jury Clerk's Office at 1-(866) 470-6760 and press option 2.

You should be aware that Title 28, United States Code, Section 1866(g) provides, "Any person summoned for jury service who fails to appear as directed shall be ordered by the district court to appear forthwith and show cause for his/her failure to comply with the summons. Any person who fails to comply with the summons may be fined not more than \$100 or imprisoned not more than three days or both."

You **MUST** complete the enclosed Update Juror Information Form and return to the Court within ten (10) working days.

Please read attached information before calling Jury Clerk

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

GRAND JURY INFORMATION SHEET - HARRISONBURG DIVISION

The following information will be important throughout your term of jury service. It is suggested that you **keep this Information Sheet and refer to it each time you receive a NOTICE FOR JURY SERVICE.** Other questions regarding jury service should be addressed to the Office of the Clerk, United States District Court, Post Office Building, 116 North Main Street, Harrisonburg, Virginia 22802. (Telephone: 1-(866) 470-6760.)

LOCATION: The United States Courthouse is located in the Post Office Building, 116 North Main Street, Harrisonburg, Virginia. Each day you are scheduled to report for jury service, you should register at the Office of the Clerk, Room 314.

REQUESTS TO BE EXCUSED: The Court realizes that from time to time jurors may need to request a temporary absence from jury service. These absences are generally for appointments with a physician, scheduled vacation time, business obligations, etc. Because the Court will make every effort to accommodate temporary absences during your jury term, these absences **do not** constitute a valid reason for being excused for the entire term. As soon as you know of the dates you need to be excused, please notify the court in writing. Except for unforeseen emergency situations, requests to be excused from jury service on the basis of undue hardship or extreme inconvenience will not be considered unless a written request is filed with the Clerk, not less than three days **prior** to the date a juror is required to report.

If you appear for jury duty only to request an excuse, you **will not** be paid fees. Requests to be excused for medical reasons **must** be accompanied by a letter from your physician. The Clerk **will not** contact your physician for this information. ****Do not ask your employer to request an excuse for you--requests from your employer will not be considered.**

To find out if your temporary excuse from jury service has been granted, you may call our automated telephone system at 1(866)470-6760 and enter your nine-digit participant number. Please allow court personnel at least two weeks to update your information in the system before you call.

EMPLOYMENT STATUS: Federal Law (28 U.S.C. §1875) provides for the protection of jurors' employment. A discharge from employment, a threat to discharge, intimidate or coerce any permanent employee, by reason of such employee's jury service or the attendance or the scheduled attendance in connection with such service should be promptly called to the attention of the Court.

PARKING: Free parking is available in the lower level of the of the parking garage located one-half a block behind the Post Office Building. Jurors are responsible for any violation tickets issued by the Police Department or other authority.

FACILITIES: Restrooms, snack machines and drink machines are near the elevators on the Third Floor. Restaurants are located in the near vicinity of the Post Office Building. If anyone prefers to bring their lunch or refreshments, the Clerk's Office will provide a refrigerator for your use.

**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF VIRGINIA**

GRAND JURY INFORMATION SHEET - Continued

JURY FEES: You will be paid an attendance fee of \$40.00 per day for your jury service and will be paid the standard mileage reimbursement rate per mile for the round-trip mileage from your home to the courthouse. If it is necessary for you to use public transportation (except taxi cabs), the actual reasonable expense of such public transportation will be paid. If you live more than 100 miles one way from the Courthouse, you may spend the night and be paid an additional subsistence fee. Your jury fees will be paid to you as soon after the session of court as possible.

W-2 forms will not be issued at the end of the year; however, we suggest that you keep an independent record of your **attendance fees** received during the current year. If you earn \$600.00 or more in attendance fees in a calendar year, Form 1099 will be filed with the Internal Revenue Service reporting that income. Please complete and return the Update Juror Information Form enclosed with your summons so that we will be able expedite the payment of your jury service fees.

ATTENDANCE INSTRUCTIONS: You do not need to report until you receive a separate written **Notice for Jury Service** that will tell you what date and time to report, the length of the trial and when to call the automated telephone system. You must call 1-866-470-6760 after 6:00 p.m. the evening before you are summonsed to appear to determine whether your panel is needed for the next day. The system will ask you to enter your nine-digit participant number located below your address on the front page of the Summons for Grand Jury Service and/or your Notice for Jury Service.

Even if there is not a change, there will be a recorded message advising you to report as requested in your NOTICE FOR JURY SERVICE. The automated telephone system will not allow you to leave a message.

PLEASE MAKE SURE THAT YOU HAVE VERIFIED THE FACT THAT YOU ARE REQUIRED TO ATTEND BY CALLING 1-866-470-6760 NUMBER BEFORE YOU LEAVE YOUR HOME. FAILURE TO CALL 1-866-470-6760 FOR INSTRUCTIONS COULD CAUSE YOU TO LOSE THE REIMBURSEMENT FOR YOUR MILEAGE, ATTENDANCE AND PARKING FEES.

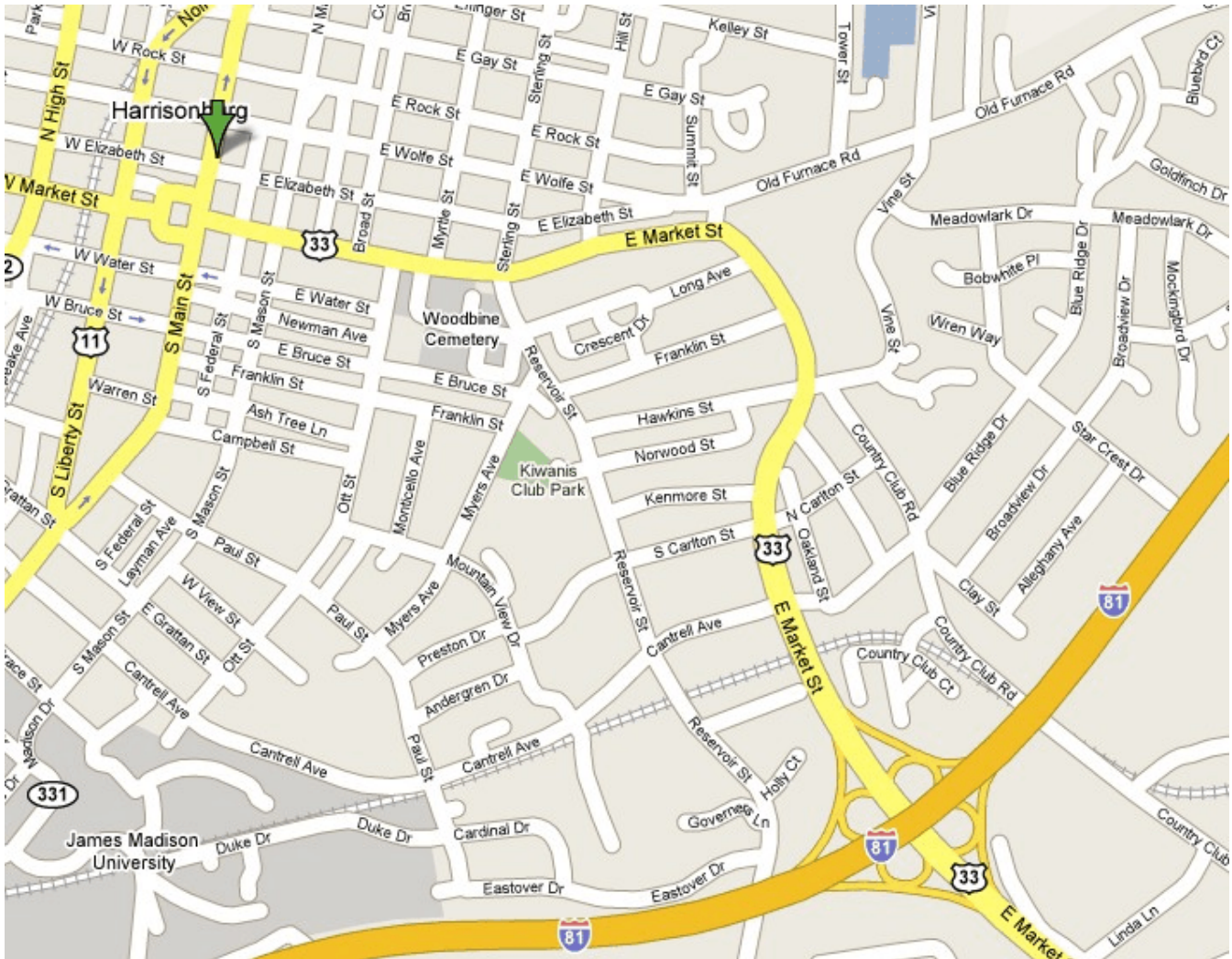
The Court sincerely hopes that your service as a juror will be a rewarding experience. If there is anything the Court or staff can do to make your service more pleasant, please let us know. You are reminded to keep this Information Sheet and refer to it each time you are scheduled to report for jury service, particularly to the section regarding attendance instructions. Thank you.

JOHN F. CORCORAN, CLERK

By:

Jody Turner,
Jury Clerk

DIRECTIONS TO THE FEDERAL COURTHOUSE



Directions to the Courthouse from Interstate 81:

From Interstate 81 take US 33 West (Exit 247 B). Travel along East Market Street until you arrive at the fifth traffic light at the intersection of East Market Street and Mason Street. Turn right onto Mason Street and go to the next stop light at the intersection of Mason Street and Elizabeth Street. Make a left onto Elizabeth Street and park in the parking garage. The U. S. Post Office Building will be in front of the Parking Garage on the corner of Elizabeth Street and North Main Street.

INFORMATION FOR JURORS

The following information is provided for your use while attending Court in Harrisonburg. If any additional information is needed, please call the Jury Clerk at (866)470-6760.

LOCATIONS AND TELEPHONE NUMBER OF HOTELS:

Mariott
1890 Evelyn Byrd Avenue
Harrisonburg, VA 22801
(540) 432-3031

Hampton Inn
85 University Boulevard
Harrisonburg, VA 22801
(540) 432-1111

Holiday Inn by ITT Sheraton
1400 E Market Street
Harrisonburg, VA 22801
(540)433-2521

EMERGENCY MEDICAL SERVICES

Rockingham Memorial Hospital
Regional Health Care Facility
235 Cantrell Avenue
Harrisonburg, VA 22801-3293
(540) 433-4100
1-800-543-2201

FOOD SERVICES

There are drink and snack machines located on the third floor. In addition, there are several restaurants located within a block or two of the United States Post Office and Courthouse Building. If you need directions, please ask the jury clerk and she will be happy to assist you.

UPDATE JUROR INFORMATION FORM

Please complete and return form in enclosed envelope within 10 days.

<u>Last Name</u>	<u>First</u>	<u>Middle Initial</u>

<u>Job Title</u>	<u>If you have retired, what was your job title?</u>

<u>Your Mailing Address</u>	<u>City:</u>	<u>State:</u>	<u>Zip:</u>

<u>Gender: (please mark)</u>	<u>Home Telephone Number</u>	<u>Work Telephone</u>
Male <input type="checkbox"/> Female <input type="checkbox"/>	() -	() - Ext.

<u>Date of Birth</u>	<u>SSN (confidential)</u>	<u>Federal Government Employee? (please mark)</u>
		Yes <input type="checkbox"/> No <input type="checkbox"/>

<u>Spouse's Occupation</u>	<u>If spouse is retired, what was their occupation, business or trade?</u>

<u>Your employer's name</u>	<u>Your employer's address</u>

What is the highest grade of education that you have completed? _____

<u>Marital Status: (please mark)</u>	<u>No. Of Children</u>
Single <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/>	

How long have you lived in this county/city?
Years _____ Months _____ County/City: _____

How long have you lived in this state?
Years _____ Months _____ Place of Birth: _____

Have you ever been convicted of a state or federal crime punishable by imprisonment for more than one year? (please mark)
Yes ☐ No ☐ If yes, were your civil rights restored? Yes ☐ No ☐

Are any charges now pending against you for a violation of state or federal law punishable by imprisonment for more than one year? (please mark)
Yes ☐ No ☐

Do you have any physical or mental disability that would interfere with or prevent you from serving as a juror? (please mark)
Yes ☐ No ☐ If yes, please explain: _____

If you want to be excused because of a mental or physical disability, you must submit a statement from your physician. Please complete this form now and let us know that a statement from your physician is forthcoming. **You will not be excused until we receive a statement from your physician.**

I declare under penalty of perjury that all answers are true to the best of my knowledge and belief.

<u>Signature:</u>	<u>Date:</u>